

## State/County Property Tax Administration Program

### DESCRIPTION OF MAJOR SERVICES

On February 13, 1996, the Board of Supervisors approved an agreement with the State of California to participate in a state/county property tax administration program for calendar year 1996. The agreement provided a loan of \$2,139,938 for 1996, with a provision for the same in the following two calendar years. The state passed legislation extending this program through calendar year 2002.

Effective January 1, 2002, the State legislature approved authorization of AB589. This bill creates the State-County Property Tax Grant Program to replace the prior loan program. The grant is effective starting with calendar year 2002 and is authorized for the county until calendar year 2007. As with the prior loan program, these funds are intended to supplement the county's property tax administrative cost. The amount of the loan is set forth on a schedule established by the state and is anticipated to be the same as the previous loan program. Contingencies are used to set aside funds that are available from the state on a calendar year basis but are budgeted and managed in the county system on a fiscal year basis.

### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>Estimate 2004-05</b>	<b>Proposed 2005-06</b>
Appropriation	2,151,916	3,378,279	2,228,315	3,292,819
Departmental Revenue	2,173,518	2,179,938	2,157,855	2,164,938
Fund Balance		1,198,341		1,127,881
Budgeted Staffing		29.0		28.3

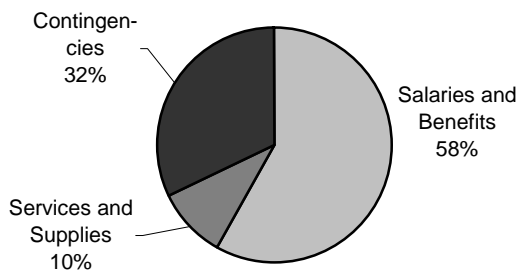
#### Workload Indicators

Prop 8's	42,294	18,720	18,720	12,000
Mandatory Audits	520	480	465	465

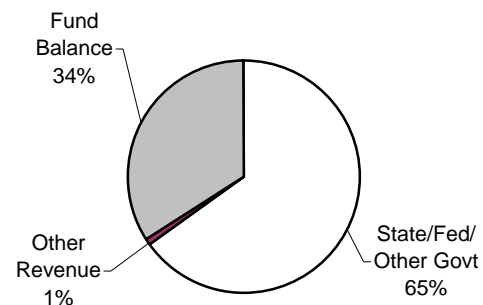
In 2004-05 the estimated costs are less than budget due to vacant salary savings and reduced expenditures for software and equipment purchases as well as no contingencies being expended.

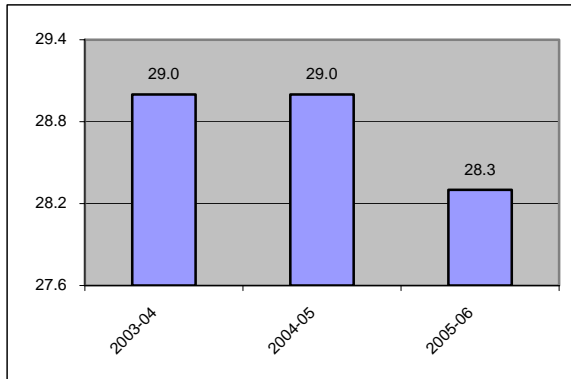
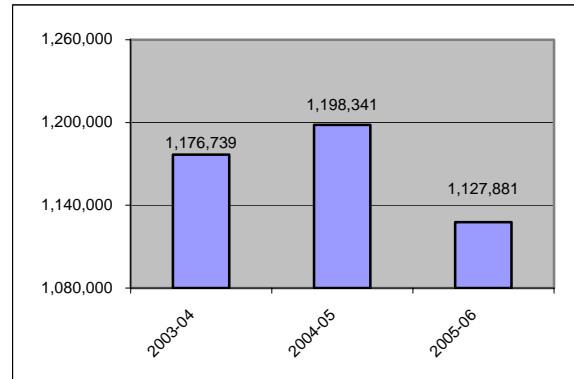
The number of Proposition 8 reviews continues to decline due to growth in property market values. When the market value exceeds the Prop 13 base year value, the review is no longer required.

### 2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2005-06 BREAKDOWN BY FINANCING SOURCE



**2005-06 STAFFING TREND CHART****2005-06 FUND BALANCE TREND CHART**

GROUP: Fiscal  
 DEPARTMENT: Assessor  
 FUND: State/County Prop Tax Admin

BUDGET UNIT: RCS ASR  
 FUNCTION: General  
 ACTIVITY: Finance

**ANALYSIS OF 2005-06 BUDGET**

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
<b>Appropriation</b>							
Salaries and Benefits	1,833,827	1,874,117	56,174	-	1,930,291	(26,246)	1,904,045
Services and Supplies	388,961	443,206	-	-	443,206	(115,399)	327,807
Transfers	5,527	5,527	-	-	5,527	332	5,859
Contingencies	-	1,055,429	-	-	1,055,429	(321)	1,055,108
Total Appropriation	2,228,315	3,378,279	56,174	-	3,434,453	(141,634)	3,292,819
<b>Departmental Revenue</b>							
Use Of Money & Prop	17,917	40,000	-	-	40,000	(15,000)	25,000
State, Fed or Gov't Aid	2,139,938	2,139,938	-	-	2,139,938	-	2,139,938
Total Revenue	2,157,855	2,179,938	-	-	2,179,938	(15,000)	2,164,938
Fund Balance		1,198,341	56,174	-	1,254,515	(126,634)	1,127,881
Budgeted Staffing		29.0	-	-	29.0	(0.7)	28.3

In 2005-06 the department will incur increased costs in retirement, risk management insurance and workers compensation costs. These increased costs are reflected in the Cost to Maintain Current Program Services column.

The Department Recommended Funded Adjustment column contains a decrease in salaries and benefits, due to positions being left vacant. The reduction in services and supply are primarily related to computer software and equipment purchases being less than budgeted.



DEPARTMENT: Assessor  
 FUND: State/County Prop Tax Admin  
 BUDGET UNIT: RCS ASR

## SCHEDULE A

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits Reductions in employee hours are due to two employees working part time.	(0.7)	(26,246)	-	(26,246)
2.	Services and Supplies Expenses shifted to the general fund due to declining amount of funds in this account. The revenue in this fund comes from the State Property Tax Administration Program (PTAP) and is a fixed amount. Since the budget is heavily loaded with staff, the annual increases in MOU and benefits have slowly eliminated any excess funds for other expenses. Therefore expenses need to be reduced in order to pay for salaries.	-	(115,399)	-	(115,399)
3.	Transfers Increase in non-discretionary expenses (e.g., rents/leases and EH&P) as per direction from other departments.	-	332	-	332
4.	Use of Money Revenue Reduced the amount of revenue anticipated resulting from interest. Last years interest has resulted in less than anticipated therefore the expected revenue has been reduced to reflect this trend.	-	-	(15,000)	15,000
5.	Contingencies This fund is financed by the state Department of Finance (DOF) on a calendar year basis. Since the county budgets are on a fiscal year basis it is necessary to allocate funds in contingencies from the existing year to cover the remaining 6 months. Contingencies budget was adjusted slightly.	-	(321)	-	(321)
<b>Total</b>		<b>(0.7)</b>	<b>(141,634)</b>	<b>(15,000)</b>	<b>(126,634)</b>

